

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION  
CHECKLIST 33-11**

**1 JUNE 1999**

***Communications and Information***

**ADMINISTRATIVE COMMUNICATIONS,  
POSTAL MANAGEMENT, AND  
INFORMATION COLLECTIONS AND  
REPORTS PROGRAMS (MAJCOM/UNIT)**

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This checklist reflects Command general guidance and responsibilities for effective and efficient management of administrative communications/postal management and information collections and reports. This checklist incorporates information previously found in AFSPCSIG 90-287.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to administrative communications, postal management and information collections and reports. While compliance with noncritical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. The checklist establishes a baseline to be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's administrative communications and postal management programs.

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Director of Communications and Information

## Attachment 1

# ADMINISTRATIVE COMMUNICATIONS, POSTAL MANAGEMENT AND INFORMATION COLLECTIONS AND REPORTS (MAJCOM/UNIT)

Table A1.1. Checklist.

<b>SECTION 1: ADMINISTRATIVE COMMUNICATIONS/POSTAL MANAGEMENT (MAJCOM)</b>			
<b>MISSION STATEMENT:</b> Establishes command policies and procedures for the administrative communications, postal management, and information collections and reports programs. Provides guidance and assistance to Headquarters staff and organizational commanders as necessary.			
<b>1.1. POSTAL MANAGEMENT (CRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Is the Command Postal Manager using field data to evaluate command postal activities? (DOD 4525.8-M/AF Supplement, Chap 2)			
1.1.2. Are assigned postal activities (MPOs, AMTs, etc.) Inspected at least annually? Audits performed by Military Service and MAJCOM IGs, MPSA, and DOD and Military audit agencies satisfy this requirement. (DOD 4525.6M, Vol I, paras 1203.3a and b.)			
<b>1.2. POSTAL MANAGEMENT (NONCRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Are copies of inspection reports kept on file at the inspecting agency and at the facility being inspected? DOD 4525.6-M, Vol I, para 1203.4.)			
1.2.2. Are audits being performed only by personnel authorized to conduct audits? (DOD 4525.6-M, Vol I, paras 1202.1. and 1292.1)			
<b>1.3. ADMINISTRATIVE COMMUNICATIONS (NONCRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.3.1. Are cognizant authorities reviewing AIG address compositions at least once a year and sending out recapitulation messages during the anniversary month of the promulgation or last recapitulation? (AFMAN 37-126, Atch 3, para A3.1.3.3.3.)			
1.3.2. Is preprinted/computer-generated command/wing stationary meeting established requirements? (AFMAN 37-126, paras 2.3. and 2.4.)			
1.3.3. Are all requests for office symbols coordinated with Manpower and Organization prior to assignment? (AFMAN 37-127, para 3.1.)			
1.3.4. Are senders including a formal signature block on all organizational E-mail? (AFI 33-119, para 4.2. and 4.3.)			

<b>1.4. INFORMATION COLLECTIONS AND REPORTS (NON-CRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.4.1. Are OPRs for RCS reports revalidating their reporting requirements every 3 years? (AFI 37-124, para 2-10)			
<b>SECTION 2: ADMINISTRATIVE COMMUNICATIONS/ POSTAL MANAGEMENT AND INFORMATION COLLECTIONS AND REPORTS (UNIT SUPPORT)</b> <b>MISSION STATEMENT:</b> Provides information services to all activities on the installation. These services involve all tasks through life cycle management of information from creation/collection through use, storage and disposal. Specifically, it includes administrative communications/mail management and information collections and reports management.			
<b>2.1. ADMINISTRATIVE COMMUNICATIONS (NONCRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Are cognizant authorities reviewing AIG address compositions at least once a year and sending out recapitulation messages during the anniversary month of the promulgation or last recapitulation? (AFMAN 37-126, Atch 3, para A3.1.3.3.)			
2.1.2. Is preprinted/computer generated wing stationary meeting established requirements? (AFMAN 37-126, paras 2.3. and 2.4.)			
2.1.3. Are senders including a formal signature block on all organizational E-mail? (AFI 33-119, paras 4.2. and 4.3.)			
<b>2.2. INFORMATION COLLECTIONS AND REPORTS MANAGEMENT (NONCRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<i>Note:</i> All references are from AFI 37-124, unless otherwise stated.			
2.2.1. Are ICR managers conducting triennial revalidation of all reporting requirements? (para 1.3.6.)			
2.2.2. Are ICR managers reviewing and coordinating on all of their agency publications and forms? (para 1.3.6.)			
<b>2.3. OFFICIAL MAIL MANAGEMENT (CRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<i>Note:</i> All references are from Air Force DOD 4525.8-M/AF Supplement, unless otherwise noted.			
2.3.1. Are procedures established to ensure that parcels containing confidential material(s) are conspicuously stamped or marked "RETURN SERVICE REQUESTED" (endorsement applies only in CONUS) (Table 11-1, (AF) note 2, and Figure 11-4 and HQ AFSPC/SF Memorandum, 23 Mar 98, Subj: Endorsement on First Class Mail)			

2.3.2. Are activity action and distribution offices processing accountable containers to other agencies (on base and off base) applying the appropriate container numbers on containers and AF Forms 12? (ADDED)(AF) CHAP 11, para J.2.)			
2.3.3. Are sealed containers endorsed "RETURN SERVICE REQUESTED" that remain in the Base Information Transfer Center (BITC) after the close of business being secured in a classified storage container? (ADDED)(AF) CHAP 10, para C.7.)			
2.3.4. Are accountable containers or single-wrapped containers with a security classification secured in the BITC and never left unattended in vehicles during or between runs? (ADDED)(AF) CHAP 10, para C.7.)			
<b>2.4. OFFICIAL MAIL MANAGEMENT (NONCRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.4.1. Is a copy of each AF Form 12 retained in a suspense file until a signed copy is returned? (ADDED)(AF) Chap 10, para I.1.b.(3))			
2.4.2. In order to receive mail from servicing postal activity, are BITC personnel appointed on DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly? (ADDED)(AF) CHAP 10, para 5)			
2.4.3. Are installation official mail managers providing for efficient management of postal costs? (CHAP 6)			
<b>2.5. POSTAL SERVICE CENTER (PSC) (CRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.5.1. Are unauthorized personnel denied access to the PSC? (DOD 4525.6-M, Vol II, para 309-5)			
2.5.2. If delivery is through mail receptacles, are key lock cylinders or combinations changed any time a key or combination is believed to be compromised and when a receptacle is withdrawn? (DOD 4525.6-M, Vol II, para 505.1)			
2.5.3. Has the PSC supervisor developed standard operating procedures for casualty mail? (DOD 4525.6-M, Vol II, para 301.2a)			
<b>2.6. POSTAL SERVICE CENTER (PSC) (NONCRITICAL)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.6.1. If delivery is through mail receptacles, are customers promptly notified of receipt of nonaccountable articles too large to fit in receptacles? (DOD 4525.6-M, Vol II, para 506.4 and Figure 5.2)			
<b>2.7. POSTAL OPERATIONS (Finance) (Thule AB GL only) (CRITICAL)</b> <i>Note:</i> All references are from DOD 4525.6-M, Vol I, unless otherwise stated.	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.7.1. Are stamp stock, meter funds, and money order funds properly remitted? (paras 501.2 and 709)			
2.7.2. When clerks are absent more than 5 consecutive working days and less than 31 total consecutive days, are they temporarily relieved of their accounts? (para 502.1.e.)			

2.7.3. Are stamp requisitions prepared for dispatch and opened when returned in the presence of a witness? (para 502.2.e.)			
2.7.4. Do window clerks replenish stock at required intervals? paras 502.3.c. and 502.4.c.)			
2.7.5. Are fixed credits within established tolerances? (para 1202)			
2.7.6. Do clerks with postal accounts have safes, lockable counter drawers, or cash boxes available to protect their postal effects? (para 504.2)			
2.7.7. Are safes and containers for storing postal effects used only for this purpose and not for storing personal property? (paras 504.2)			
2.7.8. Are duplicate keys and combinations sealed in PS Form 3977 and stored properly? (paras 504.2 and 906.2)			
2.7.9. Are safe combinations changed at proper intervals? (para 504.3)			
2.7.10. Do customers personally affix stamps to mail and are the stamps on parcels canceled in front of the mailer? Para 505.4)			
2.7.11. Are postage meter heads, seals, and setting tools stored securely when not in use? (para 602.3)			
2.7.12. Are COPEs and postal clerks properly designated? (para 403)			
2.7.13. Is the meter and the PS Form 3602-PO properly prepared before issue and after the close of every business day? (paras 602, 603, and 605)			
2.7.14. Do clerks properly transfer responsibility for the meter during relief periods? (para 602.5)			
2.7.15. Does the COPE or designated custodian remit meter funds daily? (para 606)			
2.7.16. Are the postage meters set only by the COPE? (para 607.1)			
2.7.17. Do COPEs set postage meters at proper intervals with recommended amounts of postage limited to anticipated sales for 6 months? (para 607-1)			
2.7.18. Are incoming money orders (MO) shipments verified by both the COPE or MO clerk and a witness? (para 703.2)			
2.7.19. Upon change of COPE, has the new COPE signed the master DD Form 885 and acknowledged receipt for the blank MOs currently retained by the outgoing COPE? Para 704.1)			
2.7.20. Are MO forms stored in a vault, a three-position combination safe, or a place of comparable security to which the accountable person has exclusive access? Are containers locked when not under direct control of the responsible individual? (para 705.1)			
2.7.21. Are spoiled or incorrectly prepared MOs properly processed? (para 707.2)			

2.7.22. Do clerks require presentation of an I.D. card before cashing MOs? Is the I.D. number annotated on the back of the MO? (para 708.1)			
2.7.23. With the exception of COPEs and MPO supervisor, are other MO verifying officials appointed in writing? (para 709.1)			
2.7.24. Do MO clerks properly prepare Money Order Business (MOB) reports? (para 709)			
2.7.25. Do designated verifying officials or COPEs properly verify MOB reports? (para 709.4)			
2.7.26. Are missing MO forms, sets, and vouchers properly documented and reported? (paras 710.3. and 710.4)			
2.7.27. When shortages in MO accounts occur, are they reported on the business day the shortage is discovered and investigated if required? (para 710.10)			
2.7.28. Is capital equipment accounted for on PS Form 1590? (DOD 4525.6-C, para 103.3.)			
2.7.29. Is capital equipment properly accounted for during audits of the COPE? (Table 12-1)			
<b>2.8. POSTAL MANAGEMENT (OPERATIONS) (Thule AB GL only) (CRITICAL)</b> <i>Note:</i> All references are from DOD 4525.6-M, Vol 1, unless otherwise stated.	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.8.1. Is registered mail under constant surveillance or secured properly at all times? (para 801)			
2.8.2. Is an unbroken chain of receipts maintained for all registered mail in MPS channels using only approved USPS or DOD forms? (para 801.2)			
2.8.3. Are all personnel assigned as registry clerks eligible for a SECRET security clearance and are they U.S. citizens? (para 801.7)			
2.8.4. Is the registry cage secured by a three-position changeable combination padlock? (para 802.2)			
2.8.5. Does the on-duty registry clerk control the access to the registry work area to permit access to only the on-duty registry clerks, witnesses, the section supervisor, and personnel authorized to inspect and audit DOD postal facilities? (para 802.3)			
2.8.6. Are combinations to registry sections and containers properly recorded and stored? (para 802.4)			
2.8.7. Are registered letters and parcels properly postmarked to prevent undetected tampering? (para 802.5.d.)			
2.8.8. Using DD Form 2261, is a balance and inventory conducted at the close of each business day or at each shift change, as applicable? (paras 802.5.h. and 802.5.i.)			

2.8.9. Are incoming registered pouches correctly processed and the contents verified? (paras 804.1 and 805.1)			
2.8.10. Is registered mail properly prepared for dispatch? (para 806.5)			
2.8.11. Does the MPMO supervisor keep a written current list of individuals issued keys to the post office? (para 906.1.g)			
2.8.12. Is access to MPO work areas limited to personnel conducting official postal business and are all others escorted or under constant surveillance by military postal personnel? (para 901.1.f)			
2.8.13. Is damaged mail securely rewrapped or resealed and endorsed properly? (para 906.3)			
2.8.14. Are articles found loose in the mail disposed of properly? (para 906.4)			
2.8.15. Is mail properly postmarked and canceled? (Postal Operations Manual, para 423)			
2.8.16. Is missent mail properly processed? (paras 1002.2.d. and 1005.2)			
2.8.17. Is mail discovered with insufficient postage properly handled? (para 1002.2.e)			
2.8.18. Are all rules pertaining to pouching and sacking followed? (para 1003.1)			
2.8.19. Are guidelines followed to report excessive transit times? (para 1005.3)			
2.8.20. Has a postal supply clerk been designated? (DOD 4525.6-C, para 105)			
2.8.21. Has a PS Form 1586 been established for each supply item maintained? (DOD 4525.6-C, para 105.2)			
2.8.22. Has an inventory control system been established to ensure supply levels meet current operational requirements? (DOD 4525.6-C, para 107)			
2.8.23. Is at least a 3-month level of supplies maintained? (DOD 4525.6-C, para 109)			
2.8.24. Are scales tested for accuracy at least annually? (DOD 4525.6-C, para 424.33)			
2.8.25. Have standard operating procedures been established for security and the emergency destruction of USPS funds, accountable paper, mail, and postal equipment? (para 902)			
2.8.26. Are all required visual aids and publications on hand and current? (paras 302, 303, and 904.3)			
2.8.27. Is mail afforded the proper level of protection while transported between postal facilities or mail handling activities? (para 309.7)			

2.8.28. Are accurate and timely postal net alert (PNA) reports prepared and submitted for matters directly affecting mail movement such as strikes, weather, flight cancellations, etc.? (para 1103.10)			
2.8.29. Are mail transit times monitored in accordance with published guidance when an activity is identified to participate and are excessive transit time reported? (para 1103.11)			
2.8.30. Are procedures for returning excess empty equipment to CONUS followed? (para 1110.3.b)			
2.8.31. Are excessive transit time reports being forwarded as required? (para 1112.2)			
2.8.32. Is one of the following security procedures used to protect mail while it is transported between postal activities or carrier facilities?  2.8.32.1. A closed-body vehicle equipped with lockable doors? (para 1114.2.a.)  2.8.32.2. A guard riding in the body of the vehicle when an open-body vehicle is used to transport unpalletized mail? (para 1114.2.b)  2.8.32.3. A guard positioned so as to maintain visual contact with the mail at all times when he or she is unable to ride in the body of an open-body truck? (para 1114.2.c)			
<b>2.9. POSTAL MANAGEMENT (SERVICE) (Thule AB GL only) (CRITICAL)</b>			
2.9.1. Is mail collected from collection boxes IAW posted collection schedules? (para 1002.1)			
2.9.2. Are insured and registered claims for loss processed after the minimum waiting period? (Domestic Mail Manual, para S010.2.2)			
2.9.3. When filing loss or damage claims, are customers providing evidence of value or repair as required? (Domestic Mail Manual, para S010.2.6)			
2.9.4. Are claims clerks aware of procedures for initiating inquiries on nonaccountable mail? (Postal Operations Manual, para 254)			
2.9.5. Are unauthorized personnel denied access to the postal service center (PSC)? DOD 4525.6M, Vol II, para 309.5)			
2.9.6. Are daily and weekly inspections of the PSC conducted? (DOD 4525.6-M, Vol II, paras 307.1 and 307.2)			
2.9.7. Are postal clerks aware of proper reporting procedures for known or suspected postal offenses? (DOD 4525.6-M, Vol II, paras 301.3.g and 301.4.e)			



2.9.8. Are postal clerks aware of the privileged nature of mail and postal records? (DOD 4525.6-m, Vol II, para 309.8)			
<b>2.10. POSTAL MANAGEMENT (SERVICE) Thule AB GL only) (NONCRITICAL)</b> <i>Note:</i> All references are from DOD 4525.6-M, Vol II, unless otherwise stated.	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.10.1. Are receptacles that have been unused the longest, issued first? (para 502.7)			
2.10.2. Are customers promptly notified of receipt of articles too large to fit in receptacles? (para 506.7)			
2.10.3. Are receptacles free of an excessive accumulation of mail? para 504.1)			
2.10.4. Is directory mail endorsed properly and processed in a timely manner? (para 604)			
2.10.5. Is General Delivery mail processed properly? (para 705)			
2.10.6. Is a record of claims kept on file at the MPO for each insured and registered claim filed? (para 906.6.a)			
2.10.7. Are damaged articles with salvage value retained for 90 days, then forwarded to the mail recovery center? (para 906.h)			
2.10.8. Are APO hours of operation periodically reviewed to ensure they meet customer requirements? (DOD 4525.6-M, Vol 1, para 904(ADDED))			